

## *Vacancy Details*

**Personnel Notice:**

70-16

**Date Announced:**

6/23/2016

**Closing Date:**

7/5/2016

**Command:**

NAVSUP

**Grade:**

GS-11/12/13/14

**Type:**

Assistant Counsel

There is an anticipated vacancy for an attorney to serve as Assistant Counsel in the Office of Counsel, NAVSUP Fleet Logistics Center Norfolk (NAVSUP FLC Norfolk), a field office within the Office of Counsel, Naval Supply Systems Command, Mechanicsburg, PA. This position is located at the NAVSUP FLC Norfolk's Mechanicsburg Site.

With headquarters in Mechanicsburg, Pennsylvania, and employing a worldwide workforce of more than 24,000 military and civilian personnel, NAVSUP oversees logistics programs in the areas of supply operations, conventional ordnance, contracting, resale, fuel, transportation, and security assistance. In addition, NAVSUP is responsible for quality of life issues for our Naval forces, including food services, postal services, Navy Exchanges, and movement of household goods. The NAVSUP Office of Counsel includes approximately 59 attorneys located at its headquarters and field offices in the U.S. and overseas.

NAVSUP FLC Norfolk headquarters is located on the waterfront at the Norfolk Naval Base, home to the US Fleet Forces Command. NAVSUP FLC Norfolk provides logistics and supply support services to all CONUS fleet units and shore commands east of the Mississippi not otherwise assigned, Europe, the Middle East, and East/Southwest Asia. In addition, NAVSUP FLC Norfolk provides contracting, acquisition and contract administration support to commands in the Eastern region and 2nd, 4th and 6th Fleet ships and afloat units. The Norfolk, Philadelphia and Mechanicsburg Sites together obligate approximately \$2.5 Billion annually on behalf of their customers. Additional information about NAVSUP FLC Norfolk may be found at:

<https://www.navsupsup.navy.mil/navsup/ourteam/navsupgls/navsupflcn>

The NAVSUP FLC Norfolk Office of Counsel is comprised of 13 attorneys, with six of those attorneys located in Norfolk, six in Philadelphia, and one in Mechanicsburg, PA. This opening is in the Mechanicsburg Office. The Mechanicsburg practice involves the full range of OGC practice areas, including acquisition law, ethics, fiscal law, Freedom of Information Act/Privacy Act, civilian personnel/EEO law, litigation and fraud programs, with a special emphasis on awarding and administering contracts for information technology and related equipment and services.

This position is rated GS-11/12/13/14 and has a full performance level of GS-14. Selection is targeted for either the GS-13 or the GS-14 level. To be selected at the GS-11 level, the applicant must have at least one year of experience. If an applicant is a recent law school graduate or has less than one year of legal experience, the applicant must have superior law student work as demonstrated by: graduating in the top third of their law school class, work or achievement of significance on an official law school law review or journal, or a special high-level honor (e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif). To be selected at the GS-12 level, the applicant must have two years of professional relevant legal experience. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of professional relevant legal experience. To be selected at the GS-14 level, the successful candidate must have a minimum of three and one-half years of professional relevant legal experience.

Applicants will be evaluated on: (1) the quality of their relevant legal experience in federal acquisition law; (2) their experience in other OGC practice areas identified above; (3) the strength of their oral and written communications skills; (4) their research and analytical skills; (5) their ability to work both independently and as part of a team; and (6) their interpersonal skills, including their ability to establish effective attorney-client relationships.

Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice are desired. The successful candidate must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a Secret clearance.

To apply, applicants must submit a resume, OF-612 or SF-171, a cover letter that addresses the evaluation criteria for this position, two legal writing samples (not exceeding 10 pages each), two most recent performance appraisals, if available; and names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applications must include current grade (if applicable), salary requirements and projected availability. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date must provide a copy of their law school transcripts including class rank. Current federal employees must also provide a copy of their most recent SF-50 form.

Electronic applications are highly encouraged and should be sent to [norma.crowther@navy.mil](mailto:norma.crowther@navy.mil).

Documents sent by regular mail, Federal Express, or similar delivery services should be sent to:

Norma Crowther  
Naval Supply Systems Command  
Office of Counsel  
5450 Carlisle Pike, P.O. Box 2050  
Mechanicsburg, PA 17055-0791

Interested attorneys are encouraged to contact Mr. Dana N. Smith, Counsel, NAVSUP FLC Norfolk at (757) 443-1092 or Mr. Michael Rossiter, Associate Counsel, NAVSUP at (717) 605-1850 for additional information about the position.

This personnel notice will close at 11:59PM, EST, July 5, 2016 and applications must be received by this time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.